



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0503N12

TRAINER/EDUCATOR II

Opening Date: May 29, 2012

Closing Date: June 15, 2012

A Vacancy Exists

Salary: \$38,134 (Minimum) - \$47,667 (Midpoint) \$57,200 (Maximum)
Pay Grade 13*

Recruiting For: Administrative Office of the Courts

Location: City of Wilmington (Please check this location on your application)

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: In order to maximize the quality and impact that Delaware's Judicial Branch has on the communities it serves, the Delaware State Courts are committed to providing Judicial Branch employees with the highest quality education and training programs possible. To achieve this goal, the Administrative Office of the Courts seeks to assess, support, and deliver the education and training requirements for a broad audience with diverse needs by utilizing cutting-edge adult education theory and practice through a variety of educational modalities, e.g. in-person sessions, DVD computer-based training, etc. The Delaware State Courts are committed to supporting and participating in programs designed to enhance the public's understanding of the law and our legal system through community outreach initiatives focusing on civic education.

Summary of Duties: The successful candidate will function at full performance. This employee will collaborate with members of the technical training staff to coordinate and develop computer-based training opportunities to address judicial staff needs. Additionally, the position will assist the Judicial Branch's Training/Educator Administrator II as needed to support and

enhance judicial education programming for the members of the Delaware Judiciary. The duties of this position include the following:

- Responsible for organizing training and providing educational opportunities on numerous subjects related to professional development for Judicial Branch employees.
- Receives less supervisory direction and assistance than at the I level; supervisor does periodic review of progress.
- Provides opportunities for community educational outreach focusing on civics education.
- Functions as a liaison between the Administrative Office of the Courts and various community organizations for the purposes of developing civics education program opportunities for the community at large.
- Develops needs assessment instruments, analyzes data, and recommends appropriate learning solutions.
- Designs learning objectives and materials based on the needs assessment, with a focus on computer-based training.
- Reviews and critiques course curricula, presentations, and participant achievement.
- Develops instruments/methods to assess instructional quality/effectiveness.
- Develops recordkeeping system per Administrative Directives.
- Functions as a liaison between the Administrative Office of the Courts and the individual courts for the purposes of staff development.
- May participate in budget, contract, and/or grant development.
- May conduct training on subjects related to professional development for Judicial Branch employees.
- Regular contacts are typically with State employees and others outside State government primarily for the purpose of gathering and evaluating information, providing recommendations, and presenting training.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Possession of a Bachelor’s Degree in education, social sciences, or related field.
2. Ability to multi-task and possess strong organizational skills.
3. Ability to coordinate, oversee, and follow through on work assignments in order to obtain desired results.
4. Professional experience in course preparation, development, and presentation.
5. Ability to identify and analyze problems/needs/issues, assess impacts, and make recommendations.
6. Knowledge of adult education/training and event planning.
7. Knowledge of methods, principles, and techniques in the development and implementation of education and training programs.
8. Working knowledge of a variety of technologies which assist learning, including computer-based training, internet development, and/or broadcast production.
9. Ability to communicate courteously and effectively, both verbally and in writing.

Preferential Requirement:

1. Knowledge of the Delaware State Court system.
2. Experience in developing computer-based training programs.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
 Administrative Office of the Courts
 New Castle County Courthouse
 500 N. King Street, Suite 11600
 Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer